



INCIDENT POLICY

Rationale

- All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or who is seriously ill, and to notify a parent of what has happened (HS27)
- A procedure outlining the service's response to injury, illness and incident, including the review and implementation of any practices as required (HS27)
- Where there is a serious injury, illness or incident involving a child while at the service that is required to be notified to a specific agency, the service provider must also notify the Ministry of Education at the same time. (HS34)

Objectives

- To ensure all teachers are aware of Pebbles' response to all incidents involving children, teachers or other adults.

Definition of incidents may include but are not limited to:

- Child/teacher is exposed to a threatening person or situation
- Child is left unattended
- Child leaves the centre unattended
- Suspicion of abuse of a child
- Any allegation made against a staff member
- Any incident that may occur on the centre premises involving parents, visitors or any member of the community.

Incident Procedures

- If a child, kaiako or other adult is involved in an incident while at the service that requires investigation this will be recorded on the Injury, Illness or Incident Form.
- Parents, whānau or adults involved will be required to complete a written acknowledgment.
- If the incident is required to be notified to a specified agency, then the Serious Injury, Illness or Incident Form will be completed. The Ministry of Education will also be notified at this time.

Specified Agencies will include but are not limited to:

- Worksafe NZ
- The NZ Police
- The Ministry of Health
- Oranga Tamariki
- The Teaching Council of NZ

If a child leaves the centre licensed space unsupervised:

- If a child leaves the centre unsupervised, this will be treated as a serious incident and we will follow the Missing Child procedures from the MOE Emergency Management Plan
- The Person Responsible will identify when the child was last seen and notify the owner
- A teacher will be nominated to search the school and surroundings
- If the child is found and is injured, the Person Responsible will call for medical assistance and follow our Injury Policy
- If the child is found and not injured, they will return to Pebbles and the Person Responsible will inform the owner that the child has been found.
- The Person Responsible will inform the parents.
- If the child is not found, the Person Responsible will notify Police and the parents immediately
- The Serious Injury, Illness or Incident Form will be completed and the MOE will be informed.